



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

1. Introduction

Douglas County, NV (County) is seeking professional services for developing the Carson Valley Stormwater Master Plan (CVSWMP). The purpose of this master plan will be to inventory the existing stormwater conveyance system, evaluate the capacity of the existing infrastructure, analyze flood flow routing, evaluate existing water quality, design and evaluate improvement alternatives, and prepare a comprehensive plan for improving identified stormwater quantity and quality challenges; and prepare a mitigation plan for flooding. Conduct comprehensive hydrologic and hydraulic analysis utilizing a GIS-based platform. Identify existing and future problem areas and prioritize utilizing a cost-benefit matrix and recommend design concepts. The selected consultant should demonstrate their experience with large-scale stormwater master planning and detailed surface water analysis for both open and closed hydraulic systems, specifically within Northern Nevada. The identified tasks are as follows:

- 1. Identify citizen and municipal stakeholders. Prepare a stakeholder process guideline(County will conduct the stakeholder process with the selected firm assisting and attending)*
- 2. Identify the area encompassing the Carson Valley and identify all basins and sub-basins to include in the plan. Develop a GIS based map of the area and the basins*
- 3. In meetings with County Staff, Townships and local practitioners select storm recurrence interval for facilities protection and facilities sizing*
- 4. Develop flows using the 2008, PFIS and other data for the basins and sub-basins identified. Utilize a GIS driven model to determine flows for un-mapped basins and sub-basins*
- 5. In meetings with County Staff, Townships and local practitioners determine which GIS based model to utilize for developing the plan. Convert the 2008, PFIS information and include into the selected model*
- 6. Develop a stormwater asset inventory and provide sufficient resources to incorporate into Douglas County GIS (MAGIC)*

7. *Identify stormwater and flooding threats from the identified basins and sub-basins. Add to GIS based map*
8. *Identify and incorporate the Carson River Phosphorus TMDL requirements and needs into the master plan*
9. *Identify facilities for stormwater routing and flood mitigation. Develop a master plan of these facilities*
10. *Develop complete life-cycle costs and maintenance costs for all facilities*
11. *Develop a 20-year Capital Improvement Plan (CIP) including budgetary estimates and priority*
12. *Recommend a litigation-proof, sustainable revenue-stream for all fundable items and develop commercial and residential fee to support the CIP, maintenance and resources (most likely a Stormwater Utility). Assist County Staff and the District Attorney's office to develop adequate documents for adopting the revenue-stream*

The calendar time available to conduct the above-mentioned tasks will be less than 14 months after Notice to proceed.

2. Background

In 2009, the Douglas County Board of County Commissioners directed County Staff (specifically the County Engineer's office) and funded Staff to develop a stormwater master plan for the Carson Valley portion of Douglas County. Funding was also obtained from the Carson Water Sub-Conservancy District to produce this plan. County Staff also intends to approach the Nevada Division of Environmental Protection for a small amount of additional funding to incorporate the requirements of the Carson River Phosphorus TMDL into the master plan.

3. Minimum Requirements and Qualifications of Firm for Professional Services

To qualify for consideration the firm must submit information on at least 1 successful SWMP of similar size developed by the firm with contact information of the client.

To qualify for consideration the firm must partner with one of the local practitioners. At a minimum, the firm will set-aside 5% of the overall consulting fee for the local practitioner. The local practitioner firm will show a Douglas County address as a proof of local experience.

To qualify for consideration the firm must show significant experience in GIS based floodplain mapping and experience with Eastern Sierra hydrology.

To qualify for consideration the firm must provide information on at least 1 funding scheme that the firm developed and was successfully installed that has been in operation for at least 3 years with contact information of the client.

4. Submittal Content

The Statement of Qualifications shall consist of a cover letter not-to-exceed 3 pages. The cover letter will clearly state who the Project Manager will be for the firm and must be signed by an officer of the corporation. The cover letter will clearly summarize the firm's qualifications and provide a list of three professional references with contact information. A document not-to-exceed 15 pages may be attached to the cover letter including resumes of key personnel and related information. Firms can attach marketing material; these will not be considered in the selection process.

4. Submittal Deadline

To be considered for selection, please submit 3 copies of your Statement of Qualifications to the address below by 3:00 p.m. Friday, August 7, 2009.

Douglas County
County Clerk's Office
1594 Esmeralda Avenue
P.O. Box 218
Minden, NV 89423

The Statement of Qualifications shall be submitted in a sealed envelope and will be clearly marked: **SOQ for CVSWMP**. Facsimile (FAX) submittals will not be accepted.

5. Selection Process

Depending upon the number and qualifications of the respondents, the County may elect to pre-select directly from the Statement of Qualifications or may develop a short-list of the most qualified firms and invite them for interviews as part of the pre-selection process. If a short-list of qualified firms is selected, then at a minimum three firms will be pre-selected. The County will attempt to negotiate the cost of services with the primary pre-selected firm. If the County is un-successful in negotiating with the primary pre-selected firm, then the County will start a negotiation process with the secondary pre-selected firm and so on.

The chosen pre-selected firm's qualification and cost of services will be presented to the Board of County Commissioner (BOCC). The BOCC has final authority in the selection of the chosen firm. The County reserves the right to not select any of the respondents or any of the pre-selected or chosen firms. Any material submitted to the County will not be returned.

The County reserves the right to negotiate additional professional services with the selected firm as it may deem necessary to fulfill the complete project intent.